

Sample Risk/Threat Assessment Checklist

Policies and Procedures

- ☐ Is there a visitor's log in place that requires all visitors to sign in/out and provide positive identification?
- ☐ Are all visitors required to wear some type of identification badge to identify them while they are on the property?
- ☐ Are temporary badges dated to discourage re-use?
- ☐ Are staff members required to wear an identification badge at all times?
- ☐ Are all packages signed for by a staff member or security individual?
- ☐ Is all mail opened by one individual in a secure location? Has this person been trained to identify suspicious packages and/or mail?
- ☐ Does the school have evacuation maps posted in all occupied rooms that show both a primary and an alternate route out of the school, and also show where you are at that specific location?
- ☐ Does the school have an Emergency Preparedness Plan in place that identifies all possible emergency scenarios and what steps to take if an emergency should occur? Is it updated on a regular basis?
- ☐ Is there a procedure in place, with redundancy, to alert a school or schools in the event of an emergency situation that doesn't originate on a particular campus? This would include a chemical leak on a highway, a terrorist event at /or near a school, or other such event.
- ☐ Is there an emergency contact information list available, and is it current?
- ☐ Are all staff members trained on a regular basis on what is covered in the Emergency Preparedness Plan, and what to do in the event of specific emergencies?
- ☐ Are all persons who answer the phone trained in how to respond to a bomb or biological/chemical threat? Is there a checklist of questions readily available?
- ☐ Are students trained on a regular basis on how to safely evacuate the building? Are they trained on how to Shelter In Place for different scenarios (severe weather, intruder, chemical release, etc.)?
- ☐ Have several Reunion or Muster Areas been designated around the campus which are at least 50 feet away from the closest building, with each Area having enough space to safely contain all students who muster there?
- ☐ Have off-site Reunion Areas been designated in the event of an off-site evacuation?
- ☐ Have four Reunion Areas been designated (N, S, E and W) from each school or facility so students and staff can always evacuate upwind?
- ☐ Is there a procedure in place to notify parents and guardians in the event of an off-campus dismissal?
- ☐ Is there a procedure in place to ensure that students are released to an authorized parent or guardian in the event of an unexpected or off-campus dismissal?
- ☐ Is there a procedure in place to transport all students, including those with special needs, in the event of an off-campus evacuation?
- ☐ Is there a procedure in place to control access to hazardous chemicals (lab chemicals, gasoline, duplicating fluid, etc.)?
- ☐ Are staff members or security individuals outside the school when students are arriving or leaving?
- ☐ Are students observed by a staff member or members at all times while at recess, PE sports activities, etc.?
- ☐ Are students instructed to always use crosswalks when crossing streets?
- ☐ Are there policies in place to report if a student makes threats or indicates other "red flags" that could preclude a violent incident?

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Physical Property

- ☐ Is there a perimeter fence that encompasses the entire property?
- ☐ Is the perimeter fence intact and free from damage?
- ☐ Do the perimeter fence gates lock from the outside only in the event that an off-site evacuation is necessary?
- ☐ Are all side and rear doors to the school locked while students are in school, necessitating that all visitors and vendors enter through one controlled entrance? Can these locked doors be opened from the inside at all times in the event of an evacuation?
- ☐ Is the visitor's entrance observed or observable at all times by a school staff member or security individual?
- ☐ Are there legible signs in place directing the way to the main office?
- ☐ Does the school utilize video cameras for external and internal security?
- ☐ Are the security cameras monitored at all times by a staff member or security individual?
- ☐ Can vehicles drive within 50 feet of any building on campus and be left unattended at any time?
- ☐ Can a high-speed approach by a vehicle be controlled?
- ☐ Are student and staff member's cars marked in such a way as to identify them as belonging on campus parking lots (ID tag, sticker, etc.)?
- ☐ Are gates to the faculty and student parking lots locked or monitored during the day?
- ☐ Are there dedicated crosswalks for students to cross streets to access the school?
- ☐ Are there trained crossing guards available before and after school?
- ☐ Have all bushes and shrubs next to buildings been trimmed back to discourage anyone from hiding behind them or placing an object next to the building?
- ☐ Are all trees next to buildings and canopies trimmed so that it is impossible to climb them and gain access to the roofs?
- ☐ Are all HVAC air intakes protected in such a way that it would be impossible to release a toxic material into the school?
- ☐ Are all utility boxes (phone, electricity, water, etc.) locked or configured in such a way as to discourage or prohibit tampering?
- ☐ Are all areas of the school, including temporary classrooms (T-buildings), equipped with an intercom system that connects them to the main office? Are they checked regularly? Is there a "panic button" feature in place?
- ☐ Are all areas of the school, including T-buildings, equipped with fire alarm pull boxes and acceptable ABC fire extinguishers? Are staff members trained in the use of these fire extinguishers?
- ☐ Do the doors on T-buildings remain locked at all times, but are easy to open from the inside in the event of an evacuation?
- ☐ Does the school stock emergency supplies, such as first aid kits, flashlights, duct tape, water, etc., in the event of an extended shelter-in-place scenario?
- ☐ Are classroom doors and outside doors on T-buildings equipped with a peephole?
- ☐ Are flammable or combustible materials stored against the side of any building on campus? Are they stored within a Flammables Cabinet if they are in the building?
- ☐ Are all boiler rooms, electrical rooms, custodial closets, etc., locked at all times? Are these rooms labeled with appropriate signs?
- ☐ Are the grounds regularly inspected for holes, trash, debris, or out-of-place items?
- ☐ Is the exterior lighting adequate for all buildings, walkways, and parking lots on the campus? Are all bulbs working? Is there a procedure for reporting non-working lights?